



DEPARTMENT OF THE TREASURY  
WASHINGTON, D.C. 20220

Procurement  
Instruction  
Memorandum  
No. 02-07  
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**MEMORANDUM FOR BUREAU CHIEF PROCUREMENT OFFICERS**

**FROM:** Corey M. Rindner, Director  
Office of the Procurement Executive

**THROUGH:** Kevin Boshears, Director  
Office of Small Business Development

**SUBJECT:** Small Business Program Handbook Update

Purpose: The purpose of this memorandum is to provide an updated Small Business Program Handbook. The update includes information on (a) the new requirements of the Historically Underutilized Business Zone (HUBZone) program, (b) the Veteran-Owned Small Business and Service Disabled Veteran-Owned Small Business programs, and (c) the Department of the Treasury's Anti-Bundling Strategy. The chapters have been re-arranged to group the small business programs together. For your convenience, this handbook is available on the Treasury Intranet at <http://intranet.treas.gov/procurement/research/sbhandbook.pdf>.

Background: The Department of the Treasury was required by the Federal Acquisition Regulation (FAR) to participate in the HUBZone program effective October 1, 2000. Chapter 5 of the Small Business Program Handbook addresses the implementation of this program. The Veterans Entrepreneurship and Small Business Development Act of 1999 (Public Law 106-50) established a government-wide service disabled veteran-owned small business goal of 3% for prime contracts and subcontracts. Although a goal was not mandated for veteran-owned small businesses, the federal government is required to accurately measure the extent of participation by veteran-owned small businesses in government acquisitions. Chapter 7 discusses Treasury's implementation of the program. FAR part 7.107 and 10.001 address bundling of government contracts. Chapter 12 of the Handbook addresses Treasury's strategy to help mitigate the effects of bundling.

Effective Date: The handbook is effective April 23, 2002.

Cancellation: This cancels PIM 01-03, Treasury Small Business Handbook

Expiration Date: The PIM will expire when cancelled or superceded.

The Office of Small Business Development is available to brief your staff on the updates. Questions may be directed to Kevin Boshears on (202) 622-0376 or [kevin.boshears@do.treas.gov](mailto:kevin.boshears@do.treas.gov)

Attachment